

**Board of Prison Terms  
Job Opportunity  
Staff Counsel (2 LT positions)  
Legal Division**

**Duties:** Under the general supervision of the Staff Counsel III, the Staff Counsel will provide necessary legal services as required for monitoring compliance with the Valdivia remedial plan, which requires that all parolees pending revocation charges are provided an attorney, and that a probable cause hearing be held in advance of the revocation hearing. The Staff Counsel will attend hearings as the Board's representative whenever plaintiff's attorneys attend to observe Board compliance with the remedial plan, approximately 40 trips a year. The Staff Counsel will prepare Commissioners and Deputy Commissioners prior to plaintiff monitoring, and will prepare follow up reports. The Staff Counsel will serve as liaison with the Attorney General's Office, the Department of Corrections, and plaintiffs' attorneys regarding the monitoring process, and will meet and confer regarding compliance. The Staff Counsel will respond to inquiries from staff, prisoners, parolees, the public, agencies, and other organizations regarding the remedial plan as well as court orders and stipulations, will advise executive staff on matters related to the plan, provide training on the compliance with the plan to Commissioners, Deputy Commissioners and Board staff, and may participate in drafting and review of policy, forms and regulations, negotiate policies, forms, and regulations with plaintiffs and employee unions, as well as provide assistance to Board staff with budgets and special reports.

**Desirable Qualifications:** This position requires proficiency with Microsoft Word as well as strong skills in organization and writing. Familiarity with the criminal justice system and the parole process is a plus. The applicant must be willing and able to travel to jails and institutions throughout California, satisfy security clearance criteria and work in close contact with prisoners and parolees.

**Who Should Apply:** This position requires membership in the State Bar of California. Applicants must have active membership in the State Bar before they will be eligible for appointment. Applicants who are not members of the State Bar of California but who are eligible to take the California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to the State Bar. Travel is required (about 30%). A valid driver's license is required.

**Salary:**

Range A	\$3,834 - \$4,208 per month
Range B	\$4,414 - \$4,847 per month
Range C	\$5,320 - \$6,433 per month
Range D	\$5,988 - \$7,386 per month

**How to Apply:** Submit a standard state application and resume to:

Board of Prison Terms, E-18  
1515 K Street, Suite 600  
Sacramento, CA 95814  
Attn: Angela Hampton  
(916) 445-3779

**Deadline:** **Until Filled**  
Applications will be screened, and the most qualified applicants will be scheduled for an interview. *Pending DPA Approval.*